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ABSTRACT

In compliance with legislation enacted by New York State in 1981, a manual of recommendations and standards for hospital libraries was developed (1) to assist in assessment of the quality of hospital library services; (2) to enable measurement of the improvement in individual institutions; and (3) to be used as criteria in the administration of hospital library grant programs. It is noted that the manual does not address library service to patients or the additional needs of hospitals engaged in specific education functions. Part 1, which presents descriptive guidelines meant to be applied to all hospitals licensed by the New York State Department of Health, covers hospital library purposes, administration, services, staff, facilities, equipment, budgets, and resources, as well as library advisory committees and cooperative arrangements. Part 2 presents quantitative guidelines for hospitals grouped into five categories, with recommended minimum levels of services, staffing, budgeting, resources, and participation in cooperative arrangements for each category. The use of an appropriate assessment form is briefly discussed in Part 3, followed by a sample form. Appendices provide a copy of the hospital library standards legislation, a glossary, a 66-item bibliography, and a list of organizations and libraries which can provide further information on hospital library services. (ESR)

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MANUAL

FOR ASSESSING THE QUALITY OF

HEALTH SCIENCES LIBRARIES IN HOSPITALS

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PREFACE

In 1981 the New York State Legislature enacted landmark legislation in support of health information services in New York State. This legislation authorized the Board of Regents to establish standards for hospital libraries in New York State, provided funds to develop a closer interface between the Regional Medical Library Program and the New York State Interlibrary Loan network, authorized grants to reference and research library systems to support services to rural hospital libraries, and funded two pilot projects in consumer health information in public library systems.

The quality of library service in New York State hospitals is central to the full implementation of these new health information service programs. This manual is intended to assist hospital administrators, librarians, and reference and research library resources systems in assessing the quality of hospital library services, and in measuring the improvement of those services in individual institutions. It is recommended that the guidelines in this document be used by reference and research library resource systems as criteria in the administration of hospital library grant programs.

Acknowledgement is made for the assistance provided by such prior documents as the Western New York Library Resources Council's Proposed Standards for Professional Health Sciences Library Services in Hospitals in New York State, the "Professional Library Services" section of the Accreditation Manual for Hospitals of the Joint Commission on Accreditation of Hospitals, and the draft standards of the Hospital Library Standards and Practices Committee of the Medical Library Association. All of these sources were useful in helping to formulate the guidelines which follow.

The manual goes beyond existing standards publications in its comprehensiveness and specificity, and contains a means for evaluating library service based on the established criteria. It should be a useful tool in the improvement of health sciences libraries in hospitals.

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INTRODUCTION

The resources and services of hospital libraries in New York State vary considerably with the size, programs and objectives of the individual hospitals. The recommendations for hospital library characteristics presented here relate to minimum levels of library services and resources which should be present to meet the informational, educational and research needs of all health professionals and other personnel associated with hospitals licensed by the New York State Department of Health. These recommendations are not concerned with library service to patients. Hospitals engaged in specific educational functions, such as graduate medical and health-related teaching programs, will require educational resources beyond the threshold levels recommended by this document. Their needs are prescribed by the various accrediting associations and are not specifically addressed here.

The section of this document which provides the recommended characteristics for hospital libraries consists of two parts:

Part 1, the Descriptive Guidelines section, meant to be applied to all hospitals licensed by the New York State Department of Health, regardless of size, level of educational activity or research involvement; and

Part 2, the Quantitative Guidelines section, in which hospitals are grouped into five categories with recommended minimum levels of services, staffing, budget, resources and participation in cooperative arrangements.

A means of applying the characteristics in Part 1 and 2 in the actual assessment of a hospital library is discussed in Part 3, The Assessment Form and its Use, which is followed by a sample form.

Certain words are used with particular meaning in this document: "Shall" indicates a required action or condition; "should" indicates a preferred but not mandated action or condition. These words and others that are used in a special sense in this document (or whose meanings may be unclear) are included in a glossary following the text.

PART 1

DESCRIPTIVE GUIDELINES

1.1 PURPOSE OF HOSPITAL LIBRARY SERVICES

Health sciences library services shall be provided by the hospital in a timely manner to meet the clinical, educational, research-related and outreach needs of all hospital personnel. Immediate and long-range goals and objectives of the library, as they relate to the hospital's overall goals and needs, shall be part of the written departmental policy manual.

1.2 ADMINISTRATION OF LIBRARY SERVICES

The library shall be a line department within the hospital's organizational structure directly responsible to the administration. All aspects of library service shall be under the direction of a qualified medical librarian (defined under STAFF) employed by the hospital, or available regularly through a contractual agreement with an area health sciences library or medical circuit librarian program based in a health sciences institution (as described under STAFF). When a full-time or part-time librarian is employed by the hospital, he/she shall attend meetings of the department managers.

The library shall coordinate the health sciences literature and audio-visual resources owned by the hospital regardless of the location of these materials. Materials to be located in hospital departments shall be ordered with the knowledge of the library and shall be indexed in library's central catalog.

Library collections shall be available at all times to meet clinical needs, but access may be controlled at times when the library is not staffed.

Written policies and procedures for all phases of library services shall be formulated, and shall be evaluated annually for their relevance and applicability to the immediate and future goals of the library and the hospital.

Methods for ascertaining user needs and reactions to current library services should be established and documented, and should serve as a guide for planning for the future. Evaluation of library resources and services shall be on-going through a quality assurance program developed and implemented by the librarian.

1.3 SERVICES

The following services shall be available:

* Immediate access to ready-reference information
* Interlibrary loan of books, journal articles, and audio-visual materials. For information needs relating to direct patient care, rapid document delivery shall be provided.
* Photocopying facilities
* Orientation to library services and resources
* Instruction in the use of reference tools
* Provision of bibliographies of print and nonprint materials.
* Literature searches through the use of indexes and computer data bases. If on-line searching is not available within the hospital, access to computer searches shall be provided by arrangement with another library.

* Additional services, depending upon the specific educational and informational needs of the hospital library clientele.

Consult the section of this document relating to categories of hospitals (Part 2, Quantitative Guidelines) for more specific information on services.

1.4 STAFF

A qualified medical librarian (see definition below) shall be available to provide the library services necessary to support the clinical functions and other programs of the hospital and to administer the library's activities.

A qualified medical librarian is an individual who has a graduate degree in library science from a school accredited by the American Library Association, and preferably one who is certified by the Medical Library Association, or may be an individual with documented training and experience appropriate to the position, whose employment predates the adoption of this document. Individuals shall be deemed to have appropriate training and experience if they have demonstrated competency in hospital librarianship by on-the-job performance, participation in continuing education in librarianship, and activities in the medical library community.

Members of the library staff should participate in appropriate in-service and outside educational activities offered by regional and local consortia, state library agencies, library schools and library organizations.

When a hospital which is classified in Category D or E in the second part of this document is unable to employ a full-time or part-time qualified medical librarian, the services of such an individual shall be obtained through a contractual arrangement with a health sciences library or a medical circuit librarian program.

The medical circuit librarian shall be thoroughly familiar with the library needs of a small hospital, and shall visit the contracting hospital at least weekly. This individual shall provide at least the following services, which shall be documented:

* Soliciting information requests from clientele
* Providing access to on-line literature searching
* Advising on selection of materials and cataloging of new acquisitions
* Providing telephone reference service in cases of clinical emergency
* Loaning library materials available at the contractual institution
* Developing written policies and procedures for the library
* Conducting periodic assessments of the hospital's needs for library services
* Consulting on the library budget
* Reporting on library needs and progress to the hospital administration and/or the library advisory committee
* Providing in-service training for library staff

When a librarian is retained under a contractual agreement, and therefore is present only periodically at the hospital, a library technician or other employee with basic library skills shall be available in the hospital to perform routine library operations under the supervision of the librarian. Routine library operations include, but are not limited to:

* Circulating materials
* Processing interlibrary loans
* Keeping records and statistics
* Maintaining the collection
* Ordering and processing materials

* Answering ready-reference questions
* Performing simple manual literature searches
* Relaying complex information requests to the librarian.

During the hours that this employee is assigned to the library, he/she shall have only library-related responsibilities.

Consult Part 2 of this document for more specific data on staffing requirements.

1.5 PHYSICAL ENVIRONMENT

The hospital shall have a central location which is readily accessible to the medical staff and hospital personnel. This area shall be reserved exclusively for library service.

Space adequate to promote study and browsing by users shall be provided. The library staff should have sufficient space to ensure an efficient working environment.

Adequate shelving shall be available to facilitate access to materials and allow for growth of the collection. There shall also be sufficient space for a catalog, seating facilities, and other necessary furniture and equipment.

The librarian shall be consulted when changes in physical facilities are planned. When renovating or designing library space, a qualified library consultant should be employed to ensure that physical layout, floor load, climate control, lighting, and electrical service are adequate to meet the library's needs.

Consult the items listed in the bibliography for information on requirements relating to physical environment.

1.6 BUDGET

A designated library budget developed and administered by the librarian shall be established within the hospital's budgetary process. In cases where a medical librarian is retained under a contractual arrangement, the librarian shall assist in the preparation of the budget and shall regularly review library expenditures in consultation with the appropriate hospital administrator.

The budget shall contain but not be limited to, allocations for the following: staff, print and non-print materials, photoduplication, computer search services, interlibrary loans, equipment and supplies, continuing educational activities of the library staff, cooperative arrangements, and contractual library services where applicable.

1.7 LIBRARY ADVISORY COMMITTEE

A multi-disciplinary library advisory committee shall be established representing the full range of library users. The librarian shall be a member of this committee. The committee shall meet at least twice a year to advise on library policies, consult on collection development, and serve as a liaison between the library and its patrons. The day-to-day management of the library shall not be the responsibility of the committee.

1.8 RESOURCES

An up-to-date, authoritative collection of library materials including periodical indexes, directories, medical dictionaries, journals, monographs, handbooks, textbooks, pamphlets, audio-visual materials and locating lists shall be available. Written policies for collection development, including criteria for the selection and discarding of materials and the acceptance and disposition of gifts, shall be formulated.

The collection shall be cataloged, labeled, and arranged to facilitate use. A nationally accepted system for cataloging and classification shall be followed.

Audio-visual materials shall be purchased, borrowed or rented to support the in-service and continuing educational activities of hospital personnel and medical staff. Audio-visual materials which are owned by the hospital shall be cataloged and should be stored in the library. Equipment should be available for on-site individual and group use.

There should be books and at least one journal representing each specialty or field of interest in the hospital. Backfiles of journals shall be readily available to library users.

Consult Part 2 of this document for more specific information on collection size and types of resources.

1.9 COOPERATIVE ARRANGEMENTS

Hospital libraries cannot be completely self-sufficient and shall participate in cooperative activities with neighboring health sciences libraries and regional networks. Appropriate cooperative activities and projects include sharing of resources through interlibrary loan, union lists of library collections, cooperative acquisitions programs, and shared cataloging and technical services.

PART 2

QUANTITATIVE GUIDELINES

INTRODUCTION

The following pages describe more specifically the services, collections, and staff considered appropriate as a minimum for health sciences libraries in five categories of hospitals in New York State. The five categories have been developed based on such characteristics as number of employees, size of medical staff, and types of programs offered.

It is recognized that categorization of hospitals, however thoughtfully done, cannot allow for all the possible variations and special circumstances that may exist. Hospitals will fall in a range above the minimum characteristics for determination of hospital category. The requirements a hospital library should be expected to meet should exceed the minimum in proportion to the hospital's position in this range of size and program characteristics. In addition, hospitals offering specialized services will require greater resources than the category guidelines indicate in those special areas.

Libraries in merged hospital settings which continue to maintain separate physical facilities may elect to be considered as a single entity or as individual components of the organization. If they are to be considered a combined facility, resources and services of one shall not be considered to be fulfilling the requirements for the other unless in actual practice they will do so. Such factors as their proximity, staffing of each and arrangements for delivery of materials must be considered.

2.1 CATEGORY A HOSPITAL

2.1.1 HOSPITAL DESCRIPTION

The hospital has:

Personnel numbering at least 1500,
An active medical/dental staff of at least 200,

and at least four of the characteristics listed below:

1. Is a university hospital or is affiliated with a medical school for the training of medical students.

2. Has two or more approved residency training programs or is a single specialty hospital with an approved residency program in its specialty.

3. Has its own school, or an affiliation with a school of nursing or an allied health profession.

4. Has been granted continuing medical education accreditation by the Accreditation Council for Continuing Medical Education or the Medical Society of the State of New York.

5. Maintains research programs.

2.1.2 MINIMUM ATTRIBUTES OF LIBRARY

2.1.2.1 USER SERVICES

Acquisition lists prepared
Audio-visual services available
Coordination of health sciences literature and audio-visual resources in the hospital
Current awareness services
Exhibits in the library
Instruction in the use of reference tools
Interlibrary loan services
Literature searches through the use of indexes
On-line searching provided on MEDLARS and other data bases
Orientation to library services and resources
Photocopy facilities in the library
Preparation of exhaustive or limited subject bibliographies
Ready-reference services
Translation services or referral for such services
Verification of references

2.1.2.2 STAFF

The library shall be under the direction of a qualified medical librarian, with adequate professional and support staff. It should have at least two qualified medical librarians (full-time), and four F.T.E. support staff (library technicians or other individuals with basic library skills, or clerical staff).

2.1.2.3 BUDGET

The budget shall be adequate to cover services, staff, resources and cooperative arrangements described in this section. For information on book and journal costs and salaries of library staff, see the articles in the bibliography.

2.1.2.4 RESOURCES

Books	Annual purchases	400 titles
	Entire collection	2000 titles
Journals	Titles regularly received	250
	Backfiles	15-year retention period
Indexes	Index Medicus	
	Cumulated Index Medicus	
	Cumulated Index to Nursing and Allied Health Literature	
	Hospital Literature Index	
	International Nursing Index	
Audio-visuals	Materials and equipment to support affiliated and in-house teaching programs and hospital in-service and continuing education.	

2.1.2.5 COOPERATIVE ARRANGEMENTS

The library shall participate in cooperative activities including:

* Resource sharing with neighboring health sciences libraries;
* Membership in its area reference and research library resources system and local consortia for purposes of interlibrary loan, union listing and cooperative acquisition.

2.2 CATEGORY B HOSPITAL

2.2.1 HOSPITAL DESCRIPTION

The hospital has:

Personnel numbering at least 1000,
An active medical/dental staff of at least 150,

and at least three of the characteristics listed below:

1. Is a university hospital or is affiliated with a medical school for the training of medical students.

2. Has two or more approved residency training programs or is a single speciality hospital with an approved residency program in its specialty.

3. Has its own school, or an affiliation with a school of nursing or an allied health profession.

4. Has been granted continuing medical education accreditation by the Accreditation Council for Continuing Medical Education or the Medical Society of the State of New York.

5. Maintains research programs.

2.2.2 MINIMUM ATTRIBUTES OF LIBRARY

2.2.2.1 USER SERVICES

Acquisition lists prepared
Audio-visual services available
Coordination of health sciences literature and audio-visual resources in the hospital
Current awareness services
Instruction in the use of reference tools
Interlibrary loan services
Literature searches through the use of indexes
On-line searching provided on MEDLARS data bases
Orientation to library services and resources
Photocopy facilities in the library
Preparation of subject bibliographies
Ready-reference services
Verification of references

2.2.2.2 STAFF

The library shall be under the direction of a qualified medical librarian, with adequate professional and support staff. It should have least one qualified medical librarian (full-time), and two F.T.E. support staff (library technicians or other individuals with basic library skills, or clerical staff).

2.2.2.3 BUDGET

The budget shall be adequate to cover services, staff, resources and cooperative arrangements described in this section. For information on book and journal costs and salaries of library staff see the articles in the bibliography.

2.2.2.4 RESOURCES

Books	Annual purchases	300 titles
	Entire collection	1500 titles
Journals	Titles regularly received	175
	Backfiles	10-year retention period
Indexes	Index Medicus Cumulated Index Medicus Hospital Literature Index Cumulative Index to Nursing and Allied Health Literature or International Nursing Index	
Audio-visuals	Materials and equipment to support affiliated and in-house teaching programs and hospital in-service and continuing education.	

2.2.2.5 COOPERATIVE ARRANGEMENTS

The library shall participate in cooperative activities including:

* Resource sharing with neighboring health sciences libraries;
* Membership in its area reference and research library resources system and local consortia for purposes of interlibrary loan, union listing and cooperative acquisition.

2.3 CATEGORY C HOSPITAL

2.3.1 HOSPITAL DESCRIPTION

The hospital does not qualify to be classed in Category A or B but has at least two of the following characteristics:

1. At least 300 beds.
2. Personnel numbering at least 750.
3. An active medical/dental staff of at least 100.

2.3.2 MINIMUM ATTRIBUTES OF LIBRARY

2.3.2.1 USER SERVICES

Access to on-line searching
Acquisitions lists prepared
Audio-visual services available
Convenient photocopy facilities
Coordination of health sciences literature and audio-visual resources in the hospital
Instruction in the use of reference tools
Interlibrary loan services
Literature searches through the use of indexes
Orientation to library services and resources
Preparation of subject bibliographies
Ready-reference services
Verification of references

2.3.2.2 STAFF

The library shall be under the direction of a qualified medical librarian, with adequate professional and support staff. It should have at least one qualified medical librarian (full-time), and one F.T.E. support staff (library technician or other individual with basic library skills, or clerical staff).

2.3.2.3 BUDGET

The budget shall be adequate to cover services, staff, resources and cooperative arrangements described in this section. For information on book and journal costs and salaries of library staff see the articles in the bibliography.

2.3.2.4 RESOURCES

Books	Annual purchases	200 titles
	Entire collection	1000 titles
Journals	Titles regularly received	125
	Backfiles	10-year retention period

Indexes	Index Medicus Cumulated Index Medicus Hospital Literature Index Cumulative Index to Nursing and Allied Health Literature or International Nursing Index
Audio-visuals	Materials and equipment to support affiliated and in-house teaching programs and hospital in-service and continuing education.

2.3.2.5 COOPERATIVE ARRANGEMENTS

The library shall participate in cooperative activities including:

* Resource sharing with neighboring health sciences libraries
* Membership in its area reference and research library resources system and local consortia for purposes of interlibrary loan, union listing and cooperative acquisition.

2.4 CATEGORY D HOSPITAL

2.4.1 HOSPITAL DESCRIPTION

The hospital does not qualify for category A, B, or C and has at least two of the following characteristics:

1. At least 150 beds.
2. Personnel numbering at least 500.
3. An active medical/dental staff of at least 50.

2.4.2 MINIMUM ATTRIBUTES OF HOSPITAL

2.4.2.1 USER SERVICES

Access to on-line searching
Acquisition lists prepared
Audio-visual services available
Convenient photocopy facilities
Coordination of health sciences literature and audio-visual resources in the hospital
Instruction in use of reference tools
Interlibrary loan services
Literature searches through the use of indexes
Orientation to library services and resources
Preparation of subject bibliographies
Ready-reference services
Verification of references

2.4.2.2 STAFF

The library shall have one full-time employee: either a qualified medical librarian or an employee suitably trained in library skills (library technician or other individual with basic library skills) supervised by a qualified medical librarian available through a contractual arrangement, who visits at least once a week.

2.4.2.3 BUDGET

The budget shall be adequate to cover services, staff, resources and cooperative arrangements described in this section. For information on book and journal costs and salaries of library staff see the articles in the bibliography.

2.4.2.4 RESOURCES

Books	Annual purchases	100 titles
	Entire collection	500 titles

Journals	Titles regularly received	75
	Backfiles	5-year retention period
Indexes	Index Medicus and Cumulated Index Medicus or Abridged Index Medicus and Cumulated Abridged Index Medicus	
	Cumulated Index to Nursing and Allied Health Literature or International Nursing Index	
	Hospital Literature Index	
Audio-visuals	Materials and equipment to support affiliated and in-house teaching programs and hospital in-service and continuing education.	

2.4.2.5 COOPERATIVE ARRANGEMENTS

The library shall make contractual arrangements for access to user services not available directly at the library. The library shall participate in cooperative activities including:

* Resource sharing with neighboring health sciences libraries
* Membership in its area reference and research library resources system and local consortia for purposes of interlibrary loan, union listing and cooperative acquisition.

2.5 CATEGORY E HOSPITAL

2.5.1 HOSPITAL DESCRIPTION

The hospital does not meet the criteria for any of the preceding categories.

2.5.2 MINIMUM ATTRIBUTES OF HOSPITAL

2.5.2.1 USER SERVICES

Access to on-line searching
Acquisition lists prepared
Audio-visual services available
Convenient photocopy facilities
Coordination of health sciences literature and audio-visual resources in the hospital
Instruction in use of reference tools
Interlibrary loan services
Literature searches through the use of indexes
Orientation to library services and resources
Preparation of subject bibliographies
Ready-reference services
Verification of references

2.5.2.2 STAFF

The library shall have one part-time library employee suitably trained in library skills (library technician or other individual with basic library skills) supervised by a qualified medical librarian available through a contractual arrangement, who visits at least once a week.

2.5.2.3 BUDGET

The budget shall be adequate to cover services, staff, resources and cooperative arrangements described in this section. For information on book and journal costs and salaries of library staff, see the articles in the bibliography.

2.5.2.4 RESOURCES

Books	Annual purchases	30 titles
	Entire collection	150 titles
Journals	Titles regularly received	25
	Backfiles	5-year retention period
Indexes	Index Medicus and Cumulated Index Medicus or Abridged Index Medicus and Cumulated Abridged Index Medicus	
	Cumulative Index to Nursing and Allied Health Literature or International Nursing Index	

Audio-visuals — Materials and equipment to support affiliated and in-house teaching programs and hospital in-service and continuing education.

2.5.2.5 COOPERATIVE ARRANGEMENTS

The library shall make contractual arrangements for access to user services not available directly at the library. The library shall participate in cooperative activities including:

* Resource sharing with neighboring health science libraries
* Membership in its area reference and research library resources system and local consortia for purposes of interlibrary loan, union listing and cooperative acquisition.

PART 3

THE ASSESSMENT FORM AND ITS USE

This manual is intended to be useful to hospital administrators, librarians, consultants and others concerned with the quality of hospital libraries, as a comparative measure of library services and as a document to facilitate planning and improvement. To assist in this process, a form has been prepared (Appendix I) which is applicable to all hospital categories. The form is designed to measure the degree of compliance with the descriptive and quantitative characteristics recommended in Parts 1 and 2 of the manual.

The form may be used in an initial evaluation of the hospital library program and at later intervals to measure improvements. The form may be used by hospital staff for self-assessment, or by an independent or outside evaluator. The first step in the evaluation process is to determine the category of the hospital so that the appropriate parts of the form can be used. A table is provided on page 2 of the form to assist in this process.

There are nine major headings in the assessment form, corresponding to the sections in Part 1 of the text. The points assigned to these sections are as follows:

	Points
1.1 Purpose of Library Services	5
1.2 Administration of Library Services	5
1.3 Services	20
1.4 Staff	28
1.5 Physical Environment	5
1.6 Budget	5
1.7 Library Advisory Committee	2
1.8 Resources	20
1.9 Cooperative Arrangements	10
	100

The allotment of points to each category reflects the relative weight given to each.

In each category a library in full compliance should receive the full number of points, a library in partial compliance an appropriate partial number of points, and a library not at all in compliance no points.

A point system has been used in this form to provide some method of organizing the assessment of the more than 60 attributes listed on the form, and to assign relative weights to each of these attributes. Relative weights were assigned with the assistance of members of the Advisory Committee.

It should be recognized by users of this point system that assignment of numerical values does not constitute a precise measurement of a hospital library program. In reviewing the attributes of any hospital library, the evaluator will be making a judgment concerning the relative degree of compliance. It is therefore recommended that this form be administered by someone who can bring experienced judgment to the evaluation of hospital library services.

Space has been provided for comments and identification of areas in need of improvement at the end of each section and on the summary page. These comments are essential to the planning process, since they constitute recommendations for action and a benchmark for measuring progress at the time of the next evaluation.

APPENDIX I

FORM FOR ASSESSING THE QUALITY

OF HEALTH SCIENCES LIBRARIES IN HOSPITALS

Name of hospital _____

Address _____

_____

Person responsible for library _____

Phone _____ Date of Assessment _____

Person preparing the form _____

INSTRUCTIONS:

This assessment form has been designed to apply to libraries in all categories of hospitals. A Table for Determination of Hospital Category is provided on the following page. Please use it to determine your hospital category before proceeding with the assessment. Your hospital's characteristics should be entered in the table as indicated to confirm your hospital category.

Select only the questions which apply to your hospital category, as indicated by the category letters just before each question. For example, a question which has the designation (AB) should only be answered if the library being evaluated is in a category A or B hospital.

Questions coded just D or E apply to all D or E category hospitals. Questions with the code "DE WITH STAFF LIBRARIAN" apply to category D and E hospitals with a qualified medical librarian on the regular staff; and questions with the code "DE WITHOUT STAFF LIBRARIAN" apply to category D and E hospitals which do not employ a qualified medical librarian on the regular staff.

Please respond to each question which applies to your hospital category, indicating the degree of compliance and assigning points accordingly. Allow the maximum possible points (given in parentheses) for full compliance, an appropriately smaller number for partial compliance, and no points if the library is not at all in compliance with the item.

Although the numbers and types of questions in a section may vary from one category to another, points are allocated so that the total number of points possible as a score in the section is the same for every category. The rater should total the points given in each section and compare each section score with the total possible points in that section to determine the library's degree of compliance in that section.

To get an overall score, total the section scores. This grand total is based on a possible score of 100, and therefore can be expressed as a percentage of compliance.

TABLE FOR DETERMINATION OF HOSPITAL CATEGORY

CHARACTERISTICS	REQUIREMENTS ACCORDING TO HOSPITAL CATEGORY				
Please enter your hospitals characteristics in the spaces provided below.	A	B	C	D	E
Enter actual number below	Has both of the following:	Does not qualify for A. Has both of the following:	Does not qualify for A-B. Has at least two of the following:	Does not qualify for A-C. Has at least two of the following:	Does not qualify for A-D. No further requirements.
PERSONNEL Hospital has: _____	At least 1500 __	At least 1000 __	At least 750 __	At least 500 __	
ACTIVE MEDICAL/ DENTAL STAFF Hospital has: _____	At least 200 __	At least 150 __	At least 100 __	At least 50 __	
BEDS Hospital has: _____			At least 300 __	At least 150 __	
ADDITIONAL CHARACTERISTICS:	Has at least four of the following:	Has at least three of the following:	No further requirements.	No further requirements.	
1. Is a university hospital with a medical school for the training of medical students.	YES __ NO __	YES __ NO __			
2. Has two or more approved residency programs or is a single specialty hospital with an approved residency program in its specialty.	YES __ NO __	YES __ NO __			
3. Has its own school, or an affiliation with a school of nursing or an allied health profession.	YES __ NO __	YES __ NO __			
4. Has been granted continuing medical education accreditation by the Accreditation Council for Continuing Medical Education or the Medical Society of the State of New York.	YES __ NO __	YES __ NO __			
5. Maintains research programs.	YES __ NO __	YES __ NO __			

Based on the above criteria indicate the hospital's Category: A __; B __; C __; D __; E __.

In the form which follows answer only the questions which apply to this category of hospital.

INSTRUCTIONS: (Continued from p. 19)

Although hospitals have been grouped into five categories, it is recognized that hospitals will fall in a continuum between the minimum and maximum characteristics for determination of the categories. Libraries having characteristics above minimum for determination of hospital category should be expected to meet correspondingly higher requirements. Hospitals offering specialized services will require greater resources in those areas.

When two or more libraries in hospitals which have consolidated elect to be assessed as a combined facility, credit should be given only to the extent that there is equivalent access in each institution.

Space is provided after each section for comments and identification of areas in need of improvement.

ASSESSMENT FORM:

1.1 PURPOSE OF HOSPITAL LIBRARY SERVICES.

SCORE

TOTAL POSSIBLE SCORE IN THIS SECTION: 5 POINTS

1. (ABCDE) Are all hospital personnel served by the library for work-related needs? (0.5 point) _____

2. (ABCDE) Do the users of the library's services feel that the services are provided in a timely manner? (2.0 points) _____

3. (ABCDE) Do the library's users in clinical, educational, research-related and outreach areas of service feel that the library's health information services are meeting their needs? (2.0 points) _____

4. (ABCDE) Are the immediate and long-range goals of the library in written form, and are they part of the departmental policy manual? (0.5 point) _____

_____

TOTAL (Maximum--5 points) _____

Areas in need of improvement:

1.2 ADMINISTRATION OF LIBRARY SERVICES.

SCORE

TOTAL POSSIBLE SCORE IN THIS SECTION: 5 POINTS

1. (ABCDE) Is the library a line department within the hospital, directly responsible to the administration? (0.5 point) _____

2. (ABC) Are all aspects of library service under the direction of a qualified medical librarian (defined under STAFF) employed by the hospital? (1.0 point) _____

   (DE) Are all aspects of library service under the direction of a qualified medical librarian (defined under STAFF) employed by the hospital, or available regularly through a contractual agreement with an area health sciences library or medical circuit librarian program? (1.0 point) _____

3. (ABC AND DE WITH STAFF LIBRARIAN) Does the librarian attend meetings of the departmental managers? (0.5 point) _____

   (DE WITHOUT STAFF LIBRARIAN) Does the librarian available regularly through a contractual arrangement report to the administration? (0.5 point) _____

4. (ABCDE) Does the library coordinate the health sciences literature and audio-visual resources owned by the hospital regardless of the location of these materials, and are such materials located in hospital departments ordered with the knowledge of the library and indexed in the library's central catalog? (0.5 point) _____

5. (ABCDE) Are the library's collections available at all times to meet clinical needs? (It is recognized that access may be controlled when the library is not staffed.) (1.0 point) _____

6. (ABCDE) Have written policies and procedures for all phases of library services been formulated and are they evaluated annually for their relevance and applicability to the immediate and future goals of the library and the hospital? (0.5 point) _____

7. (ABCDE) Have methods for ascertaining user needs and reactions to current library services been established and documented, and do they serve as a guide for planning for the future? (0.5 point) _____

8. (ABCDE) Is there an on-going quality assurance program in effect for evaluation of library resources and services, which has been developed by the librarian? (0.5 point) _____

TOTAL (Maximum--5 points) [ ]

Areas in need of improvement:

1.3 SERVICES.

SCORE

TOTAL POSSIBLE SCORE IN THIS SECTION: 20 POINTS

1. (ABCDE) Is there immediate access to ready-reference information? (2.0 points) _____

2. (ABCDE) Is interlibrary loan service available for needed books, journal articles, and audio-visual materials? (2.0 points) _____

3. (ABCDE) Is there rapid document delivery for patient care? (2.0 points) _____

4. (ABC) Are there photocopy facilities in the libra ? (0.5 point) _____

(DE) Are there photocopy facilities convenient to the library? (0.5 point) _____

5. (ABCDE) Is orientation to library resources and services provided? (0.5 point) _____

6. (ABCDE) Is instruction in the use of reference tools provided? (0.5 point) _____

7. (ABCDE) Is there coordination of all health sciences literature and audio-visual resources in the hospital? (2.0 points) _____

8. (A) Are exhaustive as well as limited subject bibliographies prepared? (1.5 points) _____

(B) Are limited subject bibliographies prepared? (1.5 points) _____

(CDE) Are limited subject bibliographies prepared? (2.0 points) _____

9. (ABCDE) Are bibliographies of non-print as well as print materials provided? (1.5 points) _____

10. (ABCDE) Are audio-visual services available? (1.5 points) _____

11. (A) Is on-line searching provided on MEDLARS and other data bases? (2.0 points) _____

(B) Is on-line searching provided on MEDLARS data bases? (2.0 points) _____

(CDE) Is there access to on-line searching on MEDLARS data bases? (2.0 points) _____

12. (AB) Are current awareness services provided? (0.5 point) _____

13. (A) Are acquisitions lists prepared? (1.0 point) _____

(BCDE) Are acquisitions lists prepared? (1.5 points) _____

14. (A) Are translation services provided, or is referral for such services offered? (0.5 point) _____

15 (A) Is verification of references provided? (1.5 points) _____

(BCDE) Is verification of references provided? (2.0 points) _____

16. (A) Are exhibits provided in the library? (0.5 point) _____

_____

TOTAL (Maximum--20 points) _____

Areas in need of improvement:

1.4 STAFF.

SCORE

TOTAL POSSIBLE SCORE IN THIS SECTION: 28 POINTS

1. (ABC) Is the library under the direction of a qualified medical librarian? (6.0 points) _____

2. (ABC) Is there adequate professional and support staff? (6.0 points) _____

3. (A) Are there at least two qualified medical librarians employed full-time? (6.0 points) _____

(BC) Is there at least one qualified medical librarian employed full-time? (6.0 points) _____

(D WITH STAFF LIBRARIAN) Is there a qualified medical librarian employed full-time? (24 points) _____

(E WITH STAFF LIBRARIAN) Is there a qualified medical librarian employed part-time? (24 points) _____

4. (A) Are there at least four F.T.E. support staff (library technicians or other individuals with basic library skills, or clerical staff)? (6.0 points) _____

(B) Are there at least two F.T.E. support staff (library technicians or other individuals with basic library skills, or clerical staff)? (6.0 points) _____

(C) Is there at least one F.T.E. support staff (library technician or other individual with basic library skills, or clerical staff)? (6.0 points) _____

5. (D WITHOUT STAFF LIBRARIAN) Is there a full-time employee suitably trained in library skills (library technician or individual with basic library skills)? (4.0 points) _____

(E WITHOUT STAFF LIBRARIAN) Is there a part-time employee suitably trained in library skills (library technician of individual with basic library skills)? (4.0 points) _____

6. (DE WITHOUT STAFF LIBRARIAN) Is this person supervised by a qualified medical librarian available through a contractual arrangement with a health sciences library or medical circuit librarian program? (3.0 points) _____

7. (DE WITHOUT STAFF LIBRARIAN) Does the employee suitably trained in library skills perform the following routine library operations?

Circulating materials (0.5 point) _____

Processing interlibrary loans (0.5 point) _____

Keeping records and statistics (0.5 point) _____

Maintaining the collection (0.5 point) _____

Ordering and processing materials (0.5 point) _____

Answering ready-reference questions (0.5 point) _____

Performing simple manual literature searches (0.5 point) _____

Relaying complex information requests to the librarian (0.5 point) _____

8. (DE WITHOUT STAFF LIBRARIAN) Does this employee have only library-related activities? (2.0 points) _____

9. (DE WITHOUT STAFF LIBRARIAN) Does the qualified medical librarian provided by a contractual arrangement visit at least once a week? (4.0 points) _____

10. (DE WITHOUT STAFF LIBRARIAN) Does the qualified medical librarian offer the following services?

Soliciting information requests from clientele (0.5 point) _____

Providing access to on-line literature searching (0.5 point) _____

Advising on selection of materials and cataloging of new acquisitions (0.5 point) _____

Providing telephone reference service in cases of clinical emergency (0.5 point) _____

Loaning library materials available at the contractual institution (0.5 point) _____

Developing written policies and procedures for the library (0.5 point) _____

Conducting periodic assessments of the hospital's needs for library services (0.5 point) _____

Consulting on the library budget (0.5 point) _____

Reporting on library needs and progress to the hospital administration and/or the library advisory committee (0.5 point) _____

Providing in-service training for library staff (0.5 point) _____

11. (DE WITHOUT STAFF LIBRARIAN) Are the above services of the qualified medical librarian provided by a contractual arrangement documented? (2.0 points) _____

12. (ABCDE) Do staff participate in appropriate in-service and outside educational activities offered by regional and local consortia, state library agencies, library schools, and library associations? (4.0 points) _____

TOTAL (Maximum--28 points) [ ]

Areas in need of improvement:

1.5 PHYSICAL ENVIRONMENT.

SCORE

TOTAL POSSIBLE SCORE IN THIS SECTION: 5 POINTS

1. (ABCDE) Does the hospital library have a central location readily accessible to the medical staff and hospital personnel? (1.0 point) _____

2. (ABCDE) Is the library area reserved exclusively for library service? (0.5 point) _____

3. (ABCDE) Is there adequate space to promote study and browsing by users? (0.5 point) _____

4. (ABCDE) Does the library staff have sufficient space to ensure an efficient working environment? (0.5 point) _____

5. (ABCDE) Is there adequate shelving to facilitate access to materials and allow for growth of the collection? (0.5 point) _____

6. (ABCDE) Is there sufficient space for a catalog, seating, facilities, and other necessary furniture and equipment? (1.0 point) _____

7. (ABCDE) Is the librarian consulted when changes in physical facilities of the library are planned? (0.5 point) _____

8. (ABCDE) When renovating or designing library space, has a qualified library consultant been employed to ensure that the physical layout, floor load, climate control, lighting and electrical service are adequate to meet the library's needs? (0.5 point) _____

TOTAL (Maximum--5 points) [ ]

Areas in need of improvement:

1.6 BUDGET.

SCORE

TOTAL POSSIBLE SCORE IN THIS SECTION: 5 POINTS

1. (ABC AND DE WITH STAFF LIBRARIAN) Has a designated library budget, developed and administered by the librarian, been established? (1.0 point) _____

(DE WITHOUT STAFF LIBRARIAN) Does the qualified medical librarian provided by a contractual arrangement assist in the preparation of the budget? (0.5 point) _____

(DE WITHOUT STAFF LIBRARIAN) Does the qualified medical librarian provided by a contractual arrangement regularly review library expenditures in consultation with the appropriate hospital administrator? (0.5 point) _____

2. (ABCDE) Does the budget contain (without necessarily being limited to) allocations for: staff, print and non-print materials, photoduplication, computer search services, continuing educational activities of the library staff, and cooperative arrangements? (2.0 points) _____

3. (ABCDE) Is the budget adequate to cover services, staff, resources and cooperative arrangements described in Part 2 of the Manual according to the hospital's category? (2.0 points) _____

_____

TOTAL (Maximum--5 points) _____

Areas in need of improvement:

1.7 LIBRARY ADVISORY COMMITTEE.

SCORE

TOTAL POSSIBLE SCORE IN THIS SECTION: 2 POINTS

1. (ABCDE) Is there a multi-disciplinary library advisory committee? (0.5 point) _____

2. (ABCDE) Does the library advisory committee represent the full range of library users? (0.5 point) _____

3. (ABCDE) Is the librarian a member of the library advisory committee? (0.5 point) _____

4. (ABCDE) Does the library advisory committee meet at least twice a year to advise on library policies, consult on collection development, and serve as a liaison between the library and its patrons? (0.5 point) _____

_____

TOTAL (Maximum--2 points) _____

Areas in need of improvement:

1.8 RESOURCES.

SCORE

TOTAL POSSIBLE SCORE IN THIS SECTION: 20 POINTS

1. (ABCDE) Is the collection up-to-date? (4.0 points) _____

2. (ABCDE) Is the collection authoritative? (4.0 points) _____

3. (ABCDE) Does the collection include the following:

   Periodical indexes (0.5 point) _____

   Directories (0.5 point) _____

   Medical dictionaries (0.5 point) _____

   Journals (0.5 point) _____

   Monographs, handbooks, textbooks, pamphlets (0.5 point) _____

   Audio-visual materials (0.5 point) _____

   Locating lists (0.5 point) _____

4. (ABCDE) Is there a written collection development policy which contains criteria for selection and discarding of materials and criteria for acceptance and disposition of gifts? (0.5 point) _____

5. (ABCDE) Is the collection cataloged, labeled and arranged to facilitate use? (0.5 point) _____

6. (ABCDE) Is the system for cataloging and classification one which is nationally accepted? (0.5 point) _____

7. (ABCDE) Are audio-visual materials purchased, borrowed or rented to support the in-service and continuing educational activities of hospital personnel and medical staff? (0.5 point) _____

8. (ABCDE) Are audio-visual materials owned by the library cataloged? (0.5 point) _____

9. (ABCDE) Is audio-visual equipment available for individual and group use? (0.5 point) _____

10. (ABCDE) Are there books representing each specialty or field of interest in the hospital? (0.5 point) _____

11. (ABCDE) Is there at least one journal representing each specialty or field of interest in the hospital? (0.5 point) _____

12. (ABCDE) Does the library purchase at least the following number of book titles annually: A-400; B-300; C-200; D-100; E-30? (0.5 point) _____

13. (ABCDE) Does the library have the following number of book titles in the collection: A-2000; B-1500; C-1000; D-500; E-150? (0.5 point) _____

14. (ABCDE) Does the library regularly receive the following number of journal titles: A-250; B-175; C-125; D-75; E-25? (0.5 point) _____

15. (ABCDE) Are backfiles of the library's journals readily available to library users? (0.5 point) _____

16. (ABCDE) Does the library have the following retention period for backfiles of journals: A-15 years; B and C-10 years; D and E-5 years? (0.5 point) _____

17. (A) Does the library have Index Medicus and Cumulated Index Medicus? (0.5 point) _____

(BC) Does the library have Index Medicus? (0.5 point) _____

(BC) Does the library have Cumulated Index Medicus? (0.5 point) _____

(D) Does the library have Index Medicus or Abridged Index Medicus? (0.5 point) _____

(E) Does the library have Index Medicus or Abridged Index Medicus? (1.0 point) _____

(DE) Does the library have Cumulated Index Medicus or Cumulated Abridged Index Medicus? (0.5 point) _____

18. (A) Does the library have Cumulative Index to Nursing and Allied Health Literature? (0.5 point) _____

(A) Does the library have International Nursing Index? (0.5 point) _____

(BCDE) Does the library have Cumulated Index to Nursing and Allied Health Literature or International Nursing Index? (0.5 point) _____

19. (ABCD) Does the library have Hospital Literature Index? (0.5 point) _____

TOTAL (Maximum--20 points) [ ]

Areas in need of improvement:

1.9 COOPERATIVE ARRANGEMENTS.

SCORE

TOTAL POSSIBLE SCORE IN THIS SECTION: 10 POINTS

1. (ABCDE) Is the library a member of its area reference and research library resources system? (3.0 points) _____

2. (ABCDE) Is it a member of any other appropriate local consortia for resource sharing? (1.0 point) _____

3. (ABC AND DE WITH STAFF LIBRARIAN) Does it participate in the following:

   Interlibrary loan or other resource sharing (2.0 points) _____

   Union listing of materials (2.0 points) _____

   Cooperative acquisitions? (2.0 points) _____

   (DE WITHOUT STAFF LIBRARIAN) Does it participate in the following:

   Interlibrary loan or other resource sharing (1.5 points) _____

   Union listing of materials (1.5 points) _____

   Cooperative acquisitions? (1.5 points) _____

4. (DE WITHOUT STAFF LIBRARIAN) Does it have contractual arrangements for required user services? (1.5 points) _____

_____

TOTAL (Maximum--10 points) _____

Areas in need of improvement:

GRAND TOTAL: (Maximum--100 points) ☐

Recommendations for improvement:

APPENDIX II

COMMISSIONER'S REGULATIONS, SECTION 90.17

AMENDMENT TO REGULATIONS OF THE COMMISSIONER

OF EDUCATION

Pursuant to sections 207, 254, and 273 of Education Law

The Regulations of the Commissioner of Education are amended, effective July 28, 1982, by the addition of a new section 90.17, to read as follows:

90.17 Grants to reference and research library resources systems for services to member hospital libraries and to libraries providing services to rural hospitals.

(a) Definitions.

(1) Hospital library shall mean a library in any hospital licensed by the New York State Department of Health which serves the professional information needs of professional and related staff.

(2) A rural area shall mean a county with a population density of 1,500 or less per square mile.

(3) A rural hospital shall mean any hospital which is located in a rural area and which is licensed by the New York State Department of Health except:

(i) a facility in a city with population of at least 25,000;

(ii) a facility against whose certificate action has been taken pursuant to Public Health Law section 2806;

(iii) a Veterans Administration or other federally operated facility, a for-profit hospital, a psychiatric hospital, a diagnostic and/or treatment center, a nursing home, a home health agency, a health maintenance organization, and a veterinary hospital.

(4) A library serving a hospital located in a rural area shall mean:

(i) a library which has a health science collection of at least 1,500 monographic and 175 serial titles, offers a full range of medical information services including access to computerized medical data bases, and provides services to a rural hospital pursuant to a contract; or

(ii) if within a reference and research library resources region, a library meeting the requirement of subparagraph (i) of this paragraph does not exist or is unwilling to serve, a library with a health sciences collection of at least 1,000 monographs and 125 serial titles and offering a full range of medical information services including access to computerized medical data bases, provided that such library has been approved by the Education Department, upon the recommendation of the director of the reference and research library resources system, to serve a rural hospital pursuant to a contract.

(b) Eligibility criteria.

(1) In order to be eligible for state aid for services to member hospital libraries pursuant to paragraph c subdivision 4 of section 273 of Education Law, a reference and research library resources system shall:

(i) be operating under a plan of service which has been approved pursuant to paragraph d of subdivision 2 of section 272 of the Education Law;

(ii) amend its plan of service, subject to approval by the commissioner, detailing services to member hospital libraries and to libraries serving hospitals located in rural areas and showing how services to rural hospitals will be developed and implemented in the reference and research library resources system area.

(c) Amended plan of service. The amendment to the reference and research library resources system plan of service shall include, but need not be limited to, the following elements:

(1) Description of resources and needs of hospital libraries within the system area;

(2) Identification of rural hospitals within the system area;

(3) Identification of rural hospital needs for library materials and information services;

(4) Description of services to member hospital libraries and to libraries serving hospitals located in a rural area;

(5) Description of proposed additional and/or adapted services to meet identified needs of rural hospitals and to assist rural hospital libraries to meet the hospital library standards adopted by the Board of Regents, including a description of any direct services, contract services, or grants;

(6) Identification of libraries capable of providing information services to rural hospitals;

(7) Description of methods to be used to involve rural hospitals in resource sharing and regional networking;

(8) Description of coordination with services provided under the Regional Medical Library Program (42 U.S.C. sections 280 a-1, 280 b (b) (5), and 280 b-8) including services provided pursuant to Education Law section 273 (4) (b);

(9) Description of the method for providing hospitals which lack a library or a librarian with library services and materials to meet the professional information needs of all hospital staff by a professional librarian from a library serving a hospital located in a rural area, as defined in paragraph (4) of subdivision (a) of this section.

(d) Application and reports. Each reference and research library resources system which has received plan amendment approval shall submit to the department, in a form prescribed by the department, an annual application and program description for services to rural hospitals, including budget information for the next fiscal year and a narrative and budget report on such services during the prior year.

(e) Planning consultation. In preparing both the amended plan of service and the annual application, each system shall consult with representatives from rural hospitals, libraries serving rural hospitals, consortia of health information libraries, and the designated health area library of the Regional Medical Library Program (42 U.S.C. sections 280 a-1, 280 b (b) (5) and 280 b-8). Both the amended plan of service and the annual application shall describe the process by which such consultation has taken place.

(f) Grants.

(1) The amount of state aid apportioned annually to each reference and research library resources system shall be determined by the commissioner within available appropriations, following review and approval of the annual applications, taking into account the number of rural hospital libraries to be served and the services to be provided.

(2) From the amount received annually by each system, the system may:

(i) budget up to $5,000 for administrative costs; and

(ii) provide direct services to a rural hospital library, make grants to rural hospitals to assist those hospitals to meet or maintain the hospital library standards set forth in subdivision (g) of this section and/or provide support to a library serving a hospital located in a rural area as defined in paragraph (4) of subdivision (a) of this section.

(3) In order to be eligible for a grant from the reference and research library resources system:

(i) a rural hospital shall submit a plan to the system describing the proposed use of the funds. The system shall review such plan and shall recommend to the department for approval, at the time the annual application and program description for services to rural hospitals is submitted, those plans which the system determines conform to the plan of service of the reference and research library resources system.

(ii) a library serving a hospital located in a rural area shall file a plan describing the services proposed to be rendered to rural hospitals. The system shall review such plan and shall recommend to the department for approval, at the time the annual application and program description for services to rural hospitals is submitted, those plans which the system determines conform to the plan of service of the reference and research library resources system.

(g) Hospital library standards.

(1) Collection. A hospital library shall have an up-to-date, authoritative collection of health-related informational materials appropriate to the needs of users, which shall be cataloged, labeled, and arranged to increase availability.

(2) Staff. A hospital library shall be under the direction of a full-time medical librarian and shall have adequate support staff to provide the library services necessary to support the clinical functions and other programs of the hospital, except that a hospital with less than 300 beds may operate under the direction of a full- or part-time medical librarian or under the direction of an employee trained in library skills and supervised by a medical librarian who is available through a contractual agreement.

(3) Services. A hospital library shall provide:

(i) on-site access to ready-reference information;

(ii) interlibrary loan of books, journal articles and audio-visual materials;

(iii) timely document delivery for information needs relating to direct patient care;

(iv) access to photocopying facilities;

(v) orientation to library services and resources;

(vi) instruction in the use of reference tools; and

(vii) access to bibliographies of print and non-print materials and literature searches through the use of indexes and computer data bases.

(4) Participation in cooperative arrangements. A hospital library shall participate in cooperative activities and local consortia for such purposes as resource sharing, interlibrary loan, union listing and cooperative acquisitions, and shall be a member of a reference and research library resources system.

APPENDIX III

GLOSSARY

Acquisitions list: List of materials (books, journals, audio-visual materials) added to a library, usually published on a regular basis.

Active Medical/Dental Staff: Individuals with a doctoral degree in medicine, osteopathy, dental medicine or dental surgery who have staff appointments to the hospital as members of the active or consulting staff, or in similar capacities.

Affiliation with a school of nursing or an allied health profession: An agreement whereby students from the school get practical experience at the hospital and the hospital library serves these students.

Audio-visual services: Provision of non-print information resources such as films, audio cassettes, video cassettes, and slides, and the equipment necessary to view and listen to them.

Backfiles: Sequential collections of journals published prior to the current volumes.

Beds: Total beds as shown on the hospital's operating certificate (acute care) issued by the New York State Department of Health.

Catalog: Alphabetic index arranged by author, title and subject, providing information about a library's collection. Usually in card form, it may take the form of a microfiche or on-line catalog.

Cataloging: Providing descriptive information about each item in a library to make that item easily identifiable; classifying each item according to a fixed classification plan to provide a practical shelf arrangement and a method for retrieval.

Circulation: Lending library materials for use outside the library for a predetermined period of time and keeping records of the loans.

Consortia: Organizations, either formal or informal, for the purpose of providing cooperative services.

Current awareness service: An alerting service for users which regularly provides references to new information available on subjects of continuing interest to them.

Data base: Bibliographic references, data or other information stored in a computer, usually searched and retrieved on-line by using a computer terminal.

F.T.E.: Abbreviation for full-time equivalent, a designation which converts the hours of part-time employees into equivalents of full-time personnel. For enumeration of hospital personnel, 2 part-time staff equal 1 full-time staff; for enumeration of library staff, actual time scheduled should be added to compute F.T.E.'s.

Interlibrary loans: Materials obtained by one library from another.

Library technician: A paraprofessional employee with at least two years of college and training in library procedures and functions.

Line department: A hospital administrative unit deriving its authority in a direct line from the administrative head of the institution.

Manual literature search: Selective scanning of printed indexes, bibliographies or abstracting journals to prepare a list of books, journal articles and/or audio-visual materials on a particular subject.

Medical circuit librarian: A professional librarian who provides services on a fixed schedule to more than one small hospital library. This librarian utilizes the collection and services of a larger health sciences library in serving these libraries.

Medical librarian: See Qualified medical librarian.

MEDLARS: Acronym for Medical Literature Analysis and Retrieval System, the overall designation for the National Library of Medicine's computerized data bases.

Microform: Photographically reduced book, journal or other printed matter. May take the form of microfilm (roll) or microfiche (sheet).

Monograph: A book on a single, limited subject.

On-line searching: Interacting directly with a data base through the use of a computer terminal to obtain bibliographic references or other information on a given subject.

Quality assurance program: A program designed to improve services and/or managerial efficiency by identifying problems and devising plans to resolve them.

Personnel: Persons on the hospital payroll as of the most recent September 30, as reported to the American Hospital Association's Guide to the Health Care Field. Includes full-time equivalent of part-time staff (two part-time persons equal one full-time person), but excludes medical and dental interns, residents and other trainees. When computing library staff for purposes related to these guidelines, part-time employees are computed on the basis of actual hours worked.

Qualified medical librarian: An individual who has a graduate degree in library science from a school accredited by the American Library Association, and preferably one who is certified by the Medical Library Association; or an individual with documented training and experience appropriate to the position, whose employment predates the adoption of this assessment document. Individuals shall be deemed to have appropriate training and experience if they have demonstrated competency in hospital librarianship by on-the-job performance, participation in continuing education in librarianship, and activities in the medical library community.

Ready-reference Service: Provision of answers to easily researched questions.

Research programs: Research for which there is a line item in the hospital budget, or which is supported by designated funding from outside sources.

Shall: Used to express a required action or condition.

Should: Used to express a preferred but not mandatory action or condition.

Title: A unique book, journal or audio-visual program which may have any number of parts or issues.

Union list: A list of library materials held by more than one institution, giving the location(s) for each title.

Up-to-date materials: For purposes of this document, materials published or produced within the past five years.

APPENDIX IV

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APPENDIX V

ORGANIZATIONS AND LIBRARIES WHICH CAN PROVIDE FURTHER INFORMATION ON HEALTH SCIENCES LIBRARY SERVICE IN HOSPITALS

MAJOR SOURCES OF INFORMATION

Medical Library Association, Inc.
919 North Michigan Avenue, Suite 3208
Chicago, Illinois 60611 312-266-2456

Regional Medical Library
The New York Academy of Medicine
2 East 103rd Street
New York, New York 10029 212-876-8763

New York State Library
Cultural Education Center
Empire State Plaza
Albany, New York 12230 518-474-5930

REGIONAL MEDICAL LIBRARY PROGRAM HEALTH AREA LIBRARIES

Edward G. Miner Library
University of Rochester School of Medicine and Dentistry
601 Elmwood Avenue
Rochester, New York 14642 716-275-3364

Health Sciences Library
SUNY at Buffalo
115 Stockton Kimball Tower
Buffalo, New York 14214 716-831-3402

Health Sciences Library
SUNY at Stony Brook
P.O. Box 66
East Setauket, New York 11733 516-246-2525

Medical Library Center of New York
17 East 102nd Street
New York, New York 10029 212-427-1630

Medical Research Library of Brooklyn
450 Clarkson Avenue
Brooklyn, New York 11203 212-270-1038

New York and New Jersey Regional Medical Library
The New York Academy of Medicine
2 East 103rd Street
New York, New York 10029 212-876-8763

Schaffer Library of Health Sciences
Albany Medical College
47 New Scotland Avenue
Albany, New York 12208 518-445-5534

Upstate Medical Center Library
766 Irving Avenue
Syracuse, New York 13210 315-475-4582

Westchester Medical Center Library
New York Medical College
Basic Sciences Building
Valhalla, New York 10595 914-347-5333

REFERENCE AND RESEARCH LIBRARY RESOURCES SYSTEMS

Capital District Library Council for Reference and Research Resources
91 Fiddlers Lane
Latham, New York 12110 518-785-0798

Central New York Library Resources Council
763 Butternut Street
Syracuse, New York 13208 315-478-6080

Long Island Library Resources Council, Inc.
P.O. Box 31
Bellport, New York 11713 516-286-0400

New York Metropolitan Reference and Research Library Agency, Inc.
209 West 23rd Street
New York, New York 10011 212-243-0505

North Country Reference and Research Resources Council
P.O. Box 568
Canton, New York 13617 315-386-4569

Rochester Regional Research Library Council
339 East Avenue, Room 300
Rochester, New York 14604 716-232-7930

South Central Research Library Council
DeWitt Office Building
215 North Cayuga Street
Ithaca, New York 14850 607-273-9106

Southeastern New York Library Resources Council
63 Collegeview Avenue
Poughkeepsie, New York 12603 914-471-0625

Western New York Library Resources Council
Buffalo and Erie County Public Library
Lafayette Square
Buffalo, New York 14203 716-852-3844